

Training Design Worksheet

Course title: _____

Lesson title: _____

(it is possible for a course to have many lessons within it;
this document helps you to plan one lesson or topic at a time)

Prerequisites: _____

Objectives:

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Sub-objectives: (not every objective will include sub-objectives)

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Materials required: _____

Objective	Sub-objective	Key points	Instructional method	Learner activities/ practice	Summary/ transition

Evaluation plan: _____
(written test, skill test, on-the-job performance)

Adapted from 5 Elements of Instructional Design by Hilary Estey, M.S. (out of print)